

**FREQUENTLY ASKED QUESTIONS
FROM BEGINNING EDUCATORS**

Question and Answer

1 Q I have completed my internship. What do I need to do to have the Internship requirement removed from my license?

A You have two options:
(1) you may wait until your license needs to be renewed and it will automatically be removed, or
(2) you may apply for a duplicate license (there is a \$35.00 fee).
If you choose the second option, please make sure the back of your license has been signed and notarized.

2 Q I am in my second year of IMAP. What process do I follow to obtain my Proficient Practitioners License?

A Follow these steps:
A) Enroll in the second year mentoring through your school division.
B) Work on your Portfolio by following the guidelines in your portfolio handbook.
C) Submit your portfolio by the deadline in the handbook (send certified mail and keep a copy for your records).
D) You will be notified by the Division of Professional Standards once your portfolio has been reviewed and scored.

3 Q How do I submit my portfolio?

A Follow the guidelines in your portfolio handbook. Remember to complete, sign, and submit the checklist with your portfolio.

4 Q I have a school services license. Do I need to complete an internship program?

A If you have a school services personnel license issued under Rules 46-47, you are NOT required to complete an internship. If you have been issued a Rules 2002, two-year, initial practitioner's license for school services,

		you are required to complete the two-year Indiana mentoring and assessment program (IMAP).
5	Q	Can I earn professional growth experience points for serving as a mentor?
	A	Yes. You may earn a maximum of 36 points toward completion of the 90-point Professional Growth Plan* license renewal requirement.

* See: the [Professional Growth Plan](#) page for frequently asked questions regarding the rules 2002 professional growth plan renewal requirement.